

New Employee Orientation (Departmental Overview)

Lesson Plan

Note: This module is DOL specific and while it may be used as a guide, each federal agency should use its own new employee orientation materials.

Time Required: 2 Hours

Orientation Objectives:

This Orientation will prepare participants to:

1. Explain the mission and history of the Department of Labor (DOL);
2. Understand the various acronyms used for DOL Agencies;
3. Know the types of information/services provided by the Worklife Center, OASAM;
4. Understand the EEO rights of each employee, and the goals of the DOL Equal Employment Opportunity Program;
5. Know the types of services available to them through the Career Assistance Center;
6. Know what the DOL LaborNet is, and the types of information available to employees on LaborNet;
7. Use the Resource Exchange to obtain materials which may assist them in learning aspects of their new position; and
8. Understand the DOL Culture and Climate, by becoming familiar with various DOL employee publications and special events.

Resources Needed:

Materials:

PROGRAM AGENDA: **“WELCOME TO DOL”**

Handout # 1 - Brochure: “Welcome to the Department of Labor”

Handout # 2 - DOL Organizational Chart

Handout # 3 - Matching Game: “The DOL Name Game: DOL Speak”

Handout # 4 - List of Informational Resources/Services Provided by the Worklife Center

Handout # 5 - “The EEO Complaint Process in The Department of Labor”

Handout # 6 - Labor Exchange, (January, 1997) Special Issue: Secretary Reich’s Farewell

Handout # 7 - List of Annual Observances

Handout # 8 - LaborNet Brochure

Handout # 9 - 1997 Annual Awards Ceremony Program Brochure
Handout # 10 - List of CAC Services
Handout # 11 - DOL Resource Exchange Guide

Equipment:

VCR

Videotape: "The Department of Labor: Helping America Work"

Flipchart and Markers

Name Tents

I. Welcome and Introductions

- A. Presenter(s)
Introduce yourself, giving details about your current position and any past experience that relates to this workshop. Welcome the participants to the workshop.
- B. Participants
Ask participants to introduce themselves, stating their name, what they do and their expectations for the workshop. Record expectations on flip chart.
- C. Name Tents

II. Department of Labor (DOL) Overview

- A. Mission, History, and Organizational Structure
(8 Mins.) Show Videotape: *“The Department of Labor: Helping America Work”*
(5 Mins) Brief discussion of Video
Handout # 1: Brochure: *“Welcome to the Department of Labor”*
Handout #2: DOL Organizational Chart

Exercise:

- (15 Mins) Handout # 3 - Matching Game: *“The DOL Name Game: DOL Speak”*

III. The Worklife Center

Handout # 4 - List of Informational Resources/Services Provided by the Worklife Center

IV. The DOL Equal Employment Opportunity Program

Handout # 5 - *“The EEO Complaint Process in The Department of Labor”*

V. The DOL Labor Exchange Newsletter

VI. Annual DOL Day Celebration

VII. Special Annual Observances

Handout # 7 - List of Annual Observances

VIII. LaborNet

Handout # 8 - LaborNet Brochure

IX. DOL Annual Awards Ceremony

Handout #9 - 1997 Annual Awards Ceremony Program Brochure

X. The Career Assistance Center (CAC)

Handout # 10 - List of CAC Services

XI. The DOL Research Exchange

Handout # 11 - DOL Resource Exchange Guide

XII. Closing Remarks